



ONLINE REPORTING

Log-in online at:

db2.erg.com/gasstar/gasD/login.asp

REPORTING STEPS

☐ LOG-IN WITH YOUR PASSWORD

To access the Online Reporting System, enter your e-mail address and the password assigned to you by the Natural Gas STAR Program as contained within your cover letter.

☐ ENTER ANNUAL DATA

After logging in, you will automatically be provided with the BMP and PRO forms for your industry sector. You are not required to complete all of the forms—use only the BMP and PRO forms for which you have data to report.

☐ DIRECTED INSPECTION AND MAINTENANCE (DI&M)

For DI&M activities, partners should report their emission reductions at the facility level, rather than aggregating data across multiple facilities and reporting that data as a whole. *For each DI&M activity reported, submit a separate form indicating the facility at which the activity was undertaken and the related emission reductions.* Please notify your STAR Service Representative if this new format creates a significant additional reporting burden for your company.

☐ SUNSET DATES

The implementation of certain technologies and practices reduces emissions for multiple years. Natural Gas STAR allows these to count toward a partner's emission reductions beyond the initial year of implementation. Natural Gas STAR designates the maximum length of time that these reductions can accrue as "sunset dates." An appendix to the Annual Reporting Forms lists methane emission reduction technologies and practices and the corresponding sunset dates. The appendix has also been included in this package. Partners can report the corresponding methane emission reductions each year up to the allowable sunset date. Alternatively, partners might wish to report reductions only once for the implementation year, and have EPA automatically count those emissions for the allowable number of years.

☐ ADDITIONAL ACCOMPLISHMENTS

The "Additional Accomplishments" page allows you to provide EPA with more information about your company's participation in Natural Gas STAR including employee incentive programs and training, innovative pilot projects, etc.

☐ **SUBMIT AND PRINT YOUR REPORT**

The online reporting system uses a report writer tool called “Crystal Reports” for generating and displaying your annual report. The first time you view your report, you will be prompted to download the Crystal Reports Viewer. At this point, you can review your report and make any necessary changes.

When finished entering and reviewing all of your data, select “Submit” and the report will be delivered electronically to Gas STAR. After submitting your report to EPA, you will be able to enter the system to view or print your report at any time up until the next reporting season, however, you will not be able to correct any data. If you do notice a problem, please contact your EPA Program Manager or STAR Service Representative.

Distribution - Natural Gas STAR Annual Report 2007


Company Information

Company Name: Natural Gas STAR Partner
Gas STAR Contact: Implementation Manager
Title
Address: 100 Main Street
City: Houston
State: TX
Zip: 77002
Phone: 800-200-0000
Fax:
E-mail: gasstar@yahoo.com
Company Information Updated: No

Activities Reported
BMP1: Yes BMP2: No BMP
Total Methane Emission Reductions Reported This Year: 123
Previous Years' Activities Reported: Yes

Period Covered by Report
From: 01/01/2007 To: 12/31/2007

Additional Comments



☐ **PROVIDE ADDITIONAL MATERIALS/DOCUMENTATION**

The online system allows you to send supporting documentation with your report. After submitting your report, you will be prompted to attach additional information or send EPA an e-mail via the system. These documents could include spreadsheets or other documents that provide calculations, tracking information, or more descriptions of your activities.

ADDITIONAL INFORMATION

- **OTHER TOOLS AND RESOURCES**

- **EMISSION REDUCTION QUANTIFICATION REFERENCE GUIDE**

- epa.gov/gasstar/docs/quantifying_ngo_methane_reductions.xls

- This reference guide provides assistance to partners in quantifying methane emission reductions achieved by the implementation of a particular technology or practice. Where applicable, the guide provides several calculation methodology options for direct measurement, engineering calculation, and/or emission factors for Gas STAR recommended technologies and practices.

- **RECOMMENDED TECHNOLOGIES AND PRACTICES DOCUMENTS**

- epa.gov/gasstar/techprac.htm

- This collection of documents provides information on innovative, cost-effective emission reduction opportunities reported by Natural Gas STAR partners including *Lessons Learned Studies*, *PRO Fact Sheets*, technical presentations, and technical articles from the *Natural Gas STAR Partner Update*.

- **METHANE UNITS CONVERTER**

- epa.gov/gasstar/pdf/unitconverter_final.pdf

- This reference provides conversion factors for many different units of measure related to natural gas and methane, including equivalents for methane emission reductions such as acres of trees planted or cars removed from the road.

If you have questions about annual reporting, please feel free to contact your EPA Program Manager or your STAR Service Representative. To view a list of Natural Gas STAR partners and the corresponding Program Managers and Service Representatives, please visit: epa.gov/gasstar/resources/partnerreps.htm.